

# Records Management

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## EPA Records Schedule 141

**Status:** Final, 02/28/2011 (to be superseded)

**Title:** Controlled and Major Correspondence

**Program:** All Programs

**Applicability:** Agency-wide

**Function:** 404-141-02-01 - Controlled Correspondence

### NARA Disposal Authority:

This schedule authorizes the disposition of the record copy in any media (media neutral), excluding any records already in electronic form. Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer.

- N1-412-06-10

### Description:

Includes signed controlled and major correspondence. The correspondence significantly documents the program activities and was processed under special handling control procedures because of the importance of the letters or time requirements of replies. Records consist of copies of incoming letters, copies of the responses, and enclosures. Also includes indexes to the correspondence.

### Disposition Instructions:

**Item a(1):** Senior officials and assistants to those officials - Nonelectronic

Includes officials as listed in guidance.

- **Permanent**
- Close inactive records at end of year.
- Transfer to the National Archives in 5 year blocks, 20 years after file closure.

**Item a(2):** Senior officials and assistants to those officials - Electronic

Includes officials as listed in guidance.

- **Permanent**
- Close inactive records at end of year.
- Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.

**Item a(3):** Senior officials and assistants to those officials - Electronic copy of records transferred to the National Archives

Includes officials as listed in guidance.

- **Disposable**
- Close file upon transfer to the National Archives.
- Delete after electronic record copy is successfully transferred to the National Archives.

**Item b:** Other federal employees

- **Disposable**
- Close inactive records at end of year.
- Destroy 10 years after file closure.

### Guidance:

Senior officials at headquarters include:

Envi. 00/20/2006

**EPA Approval:** 01/20/2006

**NARA Approval:** 08/10/2006

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